

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

This letter is to formally confirm that [Employee's Name], daughter of [Parent's Name], has been employed with [Company Name] from [Start Date] to [End Date] as a [Job Title]. During her tenure, she has demonstrated exceptional skills in [mention key responsibilities or tasks].

[Employee's Name] has consistently shown a strong work ethic, positive attitude, and a commitment to [Company's/Sector's] values. She contributed to [mention any projects or achievements] that significantly benefited our team and organization.

We appreciate her dedication and professionalism and wish her all the best in her future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]